SIS2000+ Training Manual

Special Education

Using the Special Education Editor

Purpose

The Special Education History program enrolls students in special education programs and keeps track of the related details, timeline, and placement history for each student.

Training Objectives

Place a student into a special education program.
Edit special education history records.
Delete special education history records.

Accessing Special Education

From the SIS2000+ Main Menu click on the Student button. From the Student menu, click on Special Education.

Prerequisites

?? Create Special Education Programs
?? Define Services offered

Special Education Programs are created using the Special Programs Editor. For further information, refer to the training document: Creating Special Programs.

Services are defined with the Services Editor. The process is discussed below.

Defining Services

Open the Services Editor

Services

Create service records

Select a **Service Type** from the drop box.

Enter a **Description**.

If the service is one for which the school district is reimbursed, check the **Reimbursable** box.

Complete the **Service Account** and the **Remarks** fields.

Tasks

Open Special Education

Find a student
Use either:
   VCR buttons
   List
   Find

Once a student is located, select the **Edit** button to make changes if special education appears.

If no special education is found, press the **Add** button to create one.

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Special Education History

Special Education "General" Screen

Press the **Add** button

Use the field button to drop down a list of available special education programs Select a program for enrollment. Click on OK to confirm, or Cancel to abort.

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Special Education Program History "General Screen

Program: a read-only field showing name of program that is being added.

Description: read only the first item in the Timeline that is not complete

Referral Date: the date the student was referred for the special education program (required).

Referral Code: the reason for referral into the special education program (required).

Exit Date: date of leaving the special education program.

Exit Code: reason for leaving the special education program.

Is Eligible: if checked, instructional setting can be set

Instructional Setting: defines program settings outside mainstream student class rotation.

Primary Designation: "Primary Handicapping Condition" code assigned to a student after they have been deemed eligible for special education.

Secondary Designation: "Secondary Handicapping Condition" codes assigned to a student. A student may have other handicaps beside his or her Primary Designation. These codes are entered in a sub-screen that is activated by clicking on the Secondary Designations command button.

Remarks: a text field for anecdotal comments

Last Changed By: a read-only field indicating the name of the user who made the last changes to this record

Changed Date -the date the last changes were made to this record.

Special Education History "Custom" Screen

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El Roble Intermediate School - Special Education History

File Sort Help Date: 04/17/1998

Student Name
Acosta, Candace Evelyn [0015324]

M/F Birthdate Age Grade
F 12/06/82 16 10

Group
Currently active students

Track/School/Year Advisor Entry Exit
T 202 1997/98 Unassigned, 01/22/98

| General | Custom | Services | Tests | Timeline |

Program Audiology

☐ Left Ear

☐ Right Ear

☐ Equipment Required

Equipment Requisitioned

Degree of Deafness

Print Find List Delete **Done** Add Save **Quit**

Custom

Check boxes, date boxes, and code boxes for entering data. These are totally customized data fields, pre-defined for each special program using the Special Programs Editor.

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Special Education History "Services" Screen

Services

Services might include things like speech therapy or counseling. These are entered in the Services tab of the Special Education History program.

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Special Education Program History "Timeline" Screen

Timeline

The timeline defined in the Special Program Editor appears in the Timeline screen of this Special Education History application. After the student is enrolled in the program, the timeline is maintained and tracked by entering completion dates and checks marks relating to the fulfillment of the various events.

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